



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Office Technician/Executive Assistant I / Executive Secretary I/
Executive Secretary II
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$2598 - \$3157 Office Technician
\$3180 - \$3865 Executive Assistant
\$2821 - \$3551 Executive Secretary I
\$3180 - \$3865 Executive Secretary II

DESCRIPTION OF DUTIES:

Under general direction of the Deputy Treasurer, the incumbent performs difficult secretarial work with wide latitude for independent action. The incumbent is responsible for relieving the Deputy Treasurer of a variety of administrative and office tasks including, but not limited to composing correspondence; responding to sensitive inquiries; creating, initiating and maintaining policies and procedures and providing secretarial support for the Executive Office. The complexity of the duties will be modified to be consistent with the classification of the candidate hire.

Essential Functions

- Assists the Deputy Treasurer and relieves him/her of administrative and office tasks.
- Independently composes correspondence, within limits, on a wide range of subjects requiring knowledge of the procedures and policies of the State Treasurer's Office.
- Researches and secures information to respond to difficult, sensitive telephone inquiries.
- Reviews staff work and makes recommendations on course of action.
- Performs independent research on special assignments.
- Gathers and summarizes data and develops reports.
- Screens incoming correspondence directed to the Deputy Treasurer and independently secures information for reply by directing to appropriate staff member.
- Creates and implements in-depth, comprehensive and systematic new procedures to update the executive office database.
- Composes correspondence for the Deputy Treasurer's signature.
- Receives, screens and announces all visitors to the Executive Office.

DESIRABLE QUALIFICATIONS:

- Ability to manage multiple projects simultaneously, including exercising judgment to prioritize competing demands.
- Ability to organize a high volume of written correspondence and materials for easy future reference.
- Ability to establish and maintain cooperative relationships with those contacted.
- Ability to work independently and under pressure.
- Ability to recognize problems and take action to correct them.
- Ability to communicate effectively, both orally and in writing.
- Ability to recognize issues of political sensitivity and to use tact and discretion when discussing them.
- Ability to work with Microsoft Word, Excel and Access or similar applications.
- Professional demeanor and flexibility in the face of frequently changing circumstances.
- Good attendance.
- Neat personal appearance

CONDITIONS OF EMPLOYMENT:

Fingerprinting and a background check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as an Office Technician, Executive Assistant, Executive Secretary I or Executive Secretary II.

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (I.E. LIST ELIGIBILITY AND SCORE, SROA, SURPLUS EMPLOYEE, ETC.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "820-120-1728-xxx" next to the classification on your application/resume, i.e. Executive Assistant (820-100-1728-xxx).

FINAL FILING DATE:

Applications will be accepted until filled. Applications will be screened and only the most qualified will be interviewed.

SUBMIT APPLICATIONS TO:

Cecilia Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.

Exec:dls 06/15/2007